

**Instructions for the Preparation and Submission by  
Affected Federal Agencies of Recommended Capital  
Budgets and Capital Improvements Programs for the  
National Capital Region: Fiscal Years 1984-1988**



**INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION BY  
AFFECTED FEDERAL DEPARTMENTS AND AGENCIES OF  
RECOMMENDED CAPITAL BUDGETS AND  
CAPITAL IMPROVEMENTS PROGRAMS  
FOR THE  
NATIONAL CAPITAL REGION  
FISCAL YEARS 1984-1988**

**JULY 1982**

**NATIONAL CAPITAL PLANNING COMMISSION  
1325 G STREET, N. W.  
WASHINGTON, D. C. 20576**

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# **PREFACE**

To enable the reader to quickly identify substantive changes from last year's text of the Instructions, additions are enclosed with brackets. [additional text]

## I. GENERAL INSTRUCTIONS

### A. Introduction

As the central planning agency for the Federal government, the National Capital Planning Commission is responsible for planning the appropriate, orderly development of the Federal establishment in the National Capital Region. These responsibilities include the annual preparation of the multi-year Federal capital improvements program for the region 1/, which incorporates the fiscal year capital budget in the first year 2/. The adopted program contains the Commission's recommendations to the Office of Management and Budget and the participating Federal departments and agencies on those Federal land acquisition and development proposals in this region to be considered for funding in the next five years.

Preparation of this program involves the cooperation and assistance of each participating Federal department and agency (hereinafter referred to as agency) in submitting its multi-year capital improvements program and proposed capital budget recommendations to the Commission for its review. For this reason, the Instructions have been prepared as a guide for each agency in preparing its recommended FY 1984-1988 capital improvements program, including first year capital budget estimates, for submission to the Commission. Each agency is requested to prepare its submission in accordance with these instructions and is urged to follow the schedule of deadline dates for submitting program materials to the Commission.

### B. Purpose and Scope of the Program

A fundamental objective of the Federal capital improvements program is to identify all proposed Federal land acquisition and construction proposals within the region for the next five years.

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1/ Section 7(a) of the National Capital Planning Act of 1952, as amended

2/ Section 11.5 of Office of Management and Budget Circular No. A-11 provides:

"(a) Estimates for construction of public works in the National Capital area will be submitted only after the agency has consulted with the Commission in the preparation of plans and programs."

The principal role and function of the program is to aid in the implementation of:

1. Federal elements of the Comprehensive Plan for the National Capital,
2. long-range systems plans and programs of individual Federal agencies in the region, and
3. master plans for Federally-owned facilities in the region.

In addition, the program provides an effective means to coordinate proposed Federal projects with state and local governments in the region at the earliest possible stage and thereby assure adequate access or other necessary local support facilities related to a proposed development. Also, it is a means to identify potential adverse impacts or problems at a sufficiently early stage to permit economical achievement of corrective measures.

#### C. General Submission Requirements

##### 1. Submission Contents

The head of each agency, or designated representative, should submit to the Commission TWO COPIES of the agency's five year capital improvements program, including the first year capital budget, submission.

The submission should consist of the following:

- a. Project Proposal, Form A (for each new project) or updated NCPC record sheet (for each project that was previously in the program and is to remain);
- b. vicinity map showing the location of each proposed project;
- c. Summary of Five Year CIP, Form B; and
- d. Annual Review of Project Status, Form C.

##### 2. Schedule

Departments and agencies are urged to submit their FY 1984-1988 capital improvements program recommendations, including FY 1984 capital budget requests, to the Commission at the earliest possible date. The requests will be reviewed by the Commission in accordance with the schedule shown below to enable the Commission to complete its review of these requests and submit recommendations to the Office of Management and Budget by October 22, 1982. /3 (see page 3)

#### DEADLINE FOR SUBMISSION

#### COMMISSION MEETING DATE

[	August 6, 1982 September 3, 1982	September 2 and 16, 1982 October 7 and 21, 1982	]
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If your agency is not planning any land acquisition or construction projects during fiscal years 1984-1987, please notify the Commission in writing.

### 3. Supplemental Submission

If at any time during the year an agency submits a supplemental request for capital improvements projects in the region to OMB, a submission should also be made to the Commission at the same time. A supplemental submission to the Commission should include, at a minimum, the following information:

- a. a copy of the request that is being submitted to OMB;
- b. Project Proposal, Form A, with a map and other supporting information for each project; and
- c. Summary of Five Year Agency CIP, Form B, with explanation of changes that are proposed in the agency's CIP such as additions to the first year that may require shifts in priority or other amendments to later years in the program.

3/ Section 11.3 of Circular No.A-11 states:

"(1) All cabinet departments and the following major agencies will provide an initial submission not later than September 15:

Agency for International Development  
Environmental Protection Agency  
National Aeronautics and Space Administration  
Veterans Administration  
National Science Foundation....

For all other executive agencies, including the Postal Service, the initial submission is due September 1."





## II. INSTRUCTIONS FOR SUBMISSION MATERIALS

### A. Introduction

The Federal capital improvements program will be based upon information furnished by each participating agency.

The purpose of these submission materials is to provide consistent quantitative data and descriptive information about each project and each agency's overall program for use by the Commission in its review. Therefore, it is important that the requested information on the forms be clear and complete.

The following section defines the projects to be included in the program submission, describes the materials that should be submitted, and provides explanations for each item included on the forms that are to be submitted.

### B. Definition of Projects to be Included in the Submission

A capital improvement is defined as: a non-recurring expenditure, or any expenditure (including non-appropriated funds) for physical facilities for the Federal government, including cost for acquisition of land or interests in land; construction of new buildings or other structures including additions and major alterations; construction of highways or utility lines; fixed equipment; landscaping; and similar expenditures. Projects to be submitted should also identify any major changes in an existing facility that would result in a change in function, intensity of use, or in the number of employees, and historic landmark properties where the proposed improvement would significantly alter the interior or exterior character of the building.

Certain projects may generally meet the above definition of a capital improvement, but they are not included in the scope of this program because they are relatively minor improvements and would not have a long-lasting impact or they are recurring items such as general maintenance or repairs. The following types of projects are in this category and should NOT BE INCLUDED in an agency program submission:

1. projects involving the replacement of walks, roadways, and parking areas where no change in location or the existing character or extent of improvement is involved;
2. projects involving the rehabilitation, repair and minor alterations of existing buildings and structures when no

substantial change in the existing use, character or extent of the building or structure, and no substantial extension of the useful life of a building or facility is involved. Excepted are new roofs for existing buildings or other structural improvements which would extend the useful life of a building or facility fifteen years or more;

3. projects involving the renewal or replacement of trees, shrubs, and other materials and minor changes in plant material that do not change the concept in the approved landscape plan;

4. projects involving the replacement, but not the relocation or extension, of existing underground utility lines, such as pipes and cables, except pumping station and treatment facilities, that do not: involve the removal of existing trees or changes in the natural topography; and perpetuate or create any adverse environmental impact. Excepted are projects involving the replacement or rehabilitation of major mechanical systems at an installation, such as the replacement of boiler plants or air conditioning systems; and

5. maintenance projects involving routine or occasional inspections, adjustments, and minor repairs to building facilities and services. Examples of items which are included in this category include: daily maintenance of existing plant; hardware replacement; replacement doors and windows; individual plumbing fixtures, pumps and valves; electrical switches; elevator maintenance and repairs; partitions, window guards; and ground maintenance improvements.

### C. Submission Materials and Information

Each agency should submit the following materials and information:

#### 1. PROGRAM NARRATIVE

Briefly describe the overall context for the proposed five year program of proposed projects with specific reference to the agency's long-range master plan and development program (20-years) for individual installations that are included in the program. Also, indicate the related supporting facilities or services that will be needed in order that proposed projects in the program can function properly, who has the responsibility for providing necessary co-related facilities, and what arrangements or agreements, if any, have been made to provide needed facilities. For example, typical related facilities to be identified may include: off site road improvements to provide satisfactory access to an installation or site, a new utility line to meet increased need at a facility undergoing expansion, or additional sewer capacity that will be necessary in order to implement proposed projects that are included in the master plan.

## 2. MAPS

A vicinity map should be provided showing the proposed location of each project and its relationship to existing and proposed facilities at each installation. The site development plan of an approved master plan for an installation showing the location of proposed projects and indicating the year in which the project is scheduled is sufficient.

## 3. SUBMISSION FORMS

Each submission should include the following information:

### a. Federal Project Proposal - Form A

Descriptive text and data on each NEW project only. For projects that have been previously submitted and included in the FY 1983-1987 program, computer data sheets for individual projects should be updated by marking them up and returning them to the Commission.

### b. Summary of Federal Capital Improvements Program, FY 1984-1988, Form B

Five year schedule of budget estimates for each project, subtotals by installation, and agency total. Comments column should indicate reasons for any changes since adoption of previous program by the Commission, such as addition, deletion or rescheduling.

### c. Annual Review of Project Status - Form C

Information on the status of legislative action on individual FY 1983 capital budget projects currently being reviewed by the Congress and information on the status of construction of those projects that have been funded during the past five fiscal years.

## 4. DIRECTIONS

Directions for filling-in each of these forms identified above are as follows:

### a. FORM A - FEDERAL PROJECT PROPOSAL

Informational items that appear on Form A are enumerated and explained below:

- (1) Code (to be filled in by NCPC)
- (2) Enter the name of the department or agency
- (3) Enter the name of the installation or sub-area where the project would be located
- (4) Enter the name of the project
- (5) Indicate the city or county in which the project would be located
- (6) Check a box to identify location in Maryland or Virginia

#### TYPE OF IMPROVEMENT

(7) Land Acquisition: check a box to indicate whether land is proposed to be acquired and indicate the approximate amount of land (square feet) in the space provided.

(8) Development: check the appropriate type of development category; check a box to identify principal category of new building construction or site improvements; and indicate the gross amount of space in the space provided.

In the New Building Construction type of development, note that the building types listed are for illustrative purposes and a specific building type should be identified, for example, special purpose type building may be a museum, laboratory, hospital or library; warehouse or gymnasium type building may be a maintenance building or a similar building type having expansive interior open spaces. Specify whether residential is apartment, dormitory, single-family, etc., number of stories, and units.

If a proposed project involves both New Construction and Rehabilitation/Renovation types of development, indicate both types. But, it is not necessary to identify Site Improvements or Other, if they are subordinate and minor parts of New Construction or Rehabilitation/Renovation.

(9) Check a box to indicate whether the proposed project will replace an existing building or facility in the region. If yes, identify what will be the disposition of the existing building or facility that is being replaced.

(10) Priority: check one of the boxes to identify the category that most closely meets the following definitions:

URGENT: project cannot reasonably be postponed. It may be needed, for example, to complete an essential, partially finished project, to maintain a minimum presently established agency program, to meet an emergency situation, or to house a new high priority activity.

NECESSARY: project should be carried out within a few years to meet anticipated needs of a current agency program or for replacement of unsatisfactory facilities.

DESIRABLE: project is for a planned future expansion of an agency's program which can be postponed without adversely affecting present services.

#### FINANCIAL DATA

(11) Enter the total of all prior appropriations for the project and indicate the initial funding year in the spaces provided.

(12) Indicate the budget estimate for each type of improvement, each fiscal year, and totals.

#### EMPLOYMENT

(13) Indicate existing and post-improvement employment data for Federal (U.S. Government employees) or Non-Federal (employees working under contract at the site and employees at the Federal site who are working for private employers such as persons working at an airline, a bank, retail store, or concession) in the spaces provided. The data should refer only to the proposed project and not to the entire installation.

#### PARKING

(14) Indicate existing and post-improvement parking data on surface and garage spaces. The data should refer only to the proposed project and not to the entire installation.

#### WATER CONSUMPTION - WASTEWATER OUTPUT - SOLID WASTE DISPOSAL

(15) Water Consumption: Name the supplier of water for the proposed project and enter the existing number of gallons per day of water consumption at the project site and an estimate of anticipated water consumption after the proposed improvement is completed. Where possible, these data should be based upon preliminary plans or an environmental assessment of the project. Where a projection of water consumption has not been made, the estimates should be based upon a factor for water consumption of 40 gallons per employee per day (g/e/d). Allowance should also be made for any unusual water consuming activity at the project site, such as laboratory, car wash, or laundry. [Refer to any advance agreement with supplier.]

Wastewater Output: Name the place of wastewater treatment for the proposed project and enter the existing number of gallons per day of wastewater output at the project site and an estimate of wastewater output after the proposed improvement is completed. Where possible, these data should be based upon preliminary plans or an environmental assessment of the project. Where a projection of wastewater output has not been made, the estimate should be based upon a ten percent decrease from water consumption. [Refer to any advance agreement for treatment capacity.]

Solid Waste Material: Name the place of solid waste disposal for the proposed project and enter the existing number of tons per year of solid waste material to be disposed of and an estimate of anticipated solid waste material after the proposed improvement is completed. [Refer to any advance agreement for disposal capacity.]

#### FEDERAL DECENTRALIZATION POLICY

(16) Check a box to indicate whether or not the proposed project conforms to the Office of Management and Budget's Circular No. A-60 "Criteria for Decentralizing Federal Activities from the National Capital Region," specifically with regard to the following criteria:

"b. An agency or agency activity is generally NOT susceptible to location outside the National Capital Region when:

1) it is directed to meeting the needs of the President, the Congress, or agency heads for continuing consultation, direction, and fixing of responsibility for governmental action.

2) it is concerned with establishing national policies or developing broad principles and programs for nationwide application.

3) it involves exercising general supervision over agency operations throughout the country to assure that those operations are in accord with general national policies.

4) it is an activity conducted by persons who require close working relationships with those who make or direct major agency policy and who themselves must be located in the National Capital Region.

5) it requires close coordination of working relationships or continual communication with other headquarters agencies, the Congress, or non-governmental organizations or individuals located in the National Capital Region.

6) the costs of decentralization (including replacement of specialized physical facilities, loss of personnel with specialized skills, special training, relocation, travel, communications, and disruption of current operations) would outweigh benefits to be gained.

7) workload would not justify development of additional specialized staff solely in order to achieve decentralization or delegation."

(17) Check box to indicate whether or not there is an approved master plan or approved sub area plan for the installation or site on which the proposed project will be located.

If "yes", check box to indicate whether or not proposed project conforms with approved master plan for installation or sub area plan.

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Extra copies of  
forms

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## NARRATIVE DESCRIPTION

### (18) General Description of Project

What is the proposed project? Give details, such as function, use, new activity or replace existing activity located elsewhere, quantitative data on area, space, and additional employment.

#### Project Purpose and Justification

Why is the project needed? Give details, such as inadequacies of an existing building or facility, need for space for a specific use or program, and possible relationship with other governmental activities. Also identify any benefits to the government that the proposed project might derive.

#### Project Status

Indicate whether proposed project is a "new" submission or whether the project was previously reviewed by the Commission and included in a previous program. If a proposed project was included in a previous program, changes in the scope, priority, budget estimate, or scheduling of the project, the reasons for any change in the project status, should be identified.

#### Historic Preservation

In accordance with Executive Order 11593, each Federal agency is responsible for locating, inventorying, and nominating to the Secretary of Interior all sites, buildings, districts, and objects under their jurisdiction or control that appear to qualify for listing on the National Register of Historic Places,...and to exercise caution....that any federally-owned property that might qualify for nomination is not inadvertently transferred, sold, demolished or substantially altered. Also, Section 106 of the National Historic Preservation Act of 1966 requires Federal agencies undertaking, licensing or funding projects to "take into account the effect of the undertaking on any district, site, building, structure, or object that is included in the National Register" and to "afford the Advisory Council on Historic Preservation...a reasonable opportunity to comment with regard to such undertaking".

Therefore, in the space provided, state briefly whether the proposed project complies with Executive Order 11593 and Section 106 of the 1966 Act. Identify whether ANY historic landmarks would be affected by the proposed project and what steps have been, or will be taken, to achieve their preservation.



Environmental Description/Analysis

The Council on Environmental Quality's Guidelines for the preparation of Environmental Impact Statements (hereinafter referred to as Guidelines, 38 Fed. Reg., August 1, 1973) advise that environmental evaluations of proposed actions, legislation, etc., should be undertaken at the earliest possible stage, particularly prior to any decision-making. The Guidelines also advise that the amount of detail provided in the environmental evaluation, "should be commensurate with the extent and expected impact of the action, and with the amount of information required (or available) at the particular level of decision-making (planning, feasibility, design, etc.)".

In view of the potential environmental impacts of proposed projects in the program, and in view of the Commission's need to make an assessment of the impact of the overall Federal Capital Improvements Program, each sponsoring Federal agency in the preparation of its overall five year program submission should, to the extent possible at this program stage, include an environmental description/analysis of each project proposal. In particular, for those projects that may generate stormwater runoff impacts or may affect a flood plain or wetland area, measures should be identified to mitigate any adverse impacts.

For projects proposed in the first year of the program--the FY 1984 Budget Year--it is essential that an environmental assessment be included that is sufficiently detailed to identify its likely impact.

This description/analysis should specifically address the following aspects of each proposal:

1) IMPACTS: Discuss anticipated positive and negative impacts of the proposal emphasizing those environmental areas or aspects which would be MOST evidently impacted by the particular action,

2) CONSISTENCY WITH OFFICIAL POLICIES, REGULATIONS, etc.: Discuss the conforming or conflicting nature of the proposal with respect to applicable Federal, state and local policies, controls, and regulations including those developed in response to the Clean Air Act and the Federal Water Pollution Control Amendments of 1972; Executive Order 11988, Federal Flood Plain Management Policy; Executive Order 11990, Federal Protection of Wetlands; and Regional Air Quality Policies, and Standards;

3) ALTERNATIVES: Discuss the reasonable and appropriate alternatives to the proposal considered, particularly those that might enhance environmental quality and/or avoid adverse effects; and

4) COUNTERVAILING BENEFITS: Discuss other compensating benefits of Federal policy or interests which might offset any identified or anticipated adverse environmental effects of the proposal.

b. FORM B - SUMMARY OF FEDERAL CAPITAL IMPROVEMENTS PROGRAM, FY 1984-1988

The summary list of projects recommended by an agency should identify the following items on the form:

Installation - Project Title

Indicate the installation and the projects proposed at that installation in priority sequence. Use an (\*) asterisk to identify a "new" project in the program.

Prior Funding

Enter the total amount of prior appropriations for each project.

Summary of Five Year Budget Estimates

Indicate all projected budget estimates for each year during the five year period and total. (Do not include prior funding in the total amount)

Project Status

Briefly identify any change in the proposed project since adoption of the FY 1983-1987 program, such as scope, priority, budget estimate, or scheduling. Projects that have been dropped since the last program should be listed separately on Form B with a brief statement explaining why the agency has discontinued proposing the project.

c. FORM C - ANNUAL REVIEW OF PROJECT STATUS

Include information on: (1) the status of legislative action for projects included in each agency's FY 1983 capital budget submitted by the President to the Congress, and (2) the status of construction of those projects that have been funded by the Congress during the past five years or are expected to begin in the near future.

If legislative action on certain FY 1983 projects has been delayed by the Congress and information on authorization and appropriation

is not know at this time, this fact should be indicated in the Legislative Section column for that project. Later, in the Fall of 1982, Commission staff will contact liaison representatives of these agencies to obtain data that may not be available at the present time concerning FY 1983 projects because Congress has not taken action on a project up to the time of submission to the Commission.

Each Federal agency that has submitted capital budget and capital improvements program recommendations to the Commission during the past five years has been provided with a list of the projects that have been submitted and, with the exception of FY 1982 projects, subsequently funded by the Congress. This list should be updated to include any land acquisition or development projects that were not reviewed by the Commission for one reason or another and reviewed for accuracy and corrected by the agency.

This progress report will provide basic input needed for preparing the FY 1984-1988 Federal Capital Improvements Program and information on Federal project development in the region.

Explanation of informational items on Form C is as follows:

Installation and Project Title

Indicate the proposed projects (with installation), FY 1977-1983, that have been funded or are now being considered by the Congress.

Budget Estimates

The dollar amount identified in the programs.

Type of Project Activity

Check the column Land Acquisition and/or an appropriate category under Development corresponding to project activity. If both land acquisition and development activities are included, check both columns.

Legislative Action - Authorization

Check whether or not the project has been authorized by Congress, and if "yes", enter the date of the authorization.

Legislative Action - Appropriation

Check whether or not funds have been appropriated by Congress, and if "yes", enter the date of the appropriation.

**Project Implementation - Project Begun**

Check whether or not the project activity has begun, the date initiated, and percent complete.

**Project Implementation - Occupancy or Completion Date**

Enter the estimated date of occupancy or completion of the project.

A separate Form C has been provided to those agencies who had projects reviewed by the Commission for the FY 1977, 1978, 1979, 1980, 1981 and 1982 Capital Budgets, but who may not have submitted any projects for FY 1983. A status report on these projects, particularly project implementation, is needed to inform the Commission whether construction has begun and estimated completion date.

### III. PLANNING FRAMEWORK IN THE NATIONAL CAPITAL REGION

In the preparation of capital improvements program submission, it is important that each agency is guided by the established long-range plans for the National Capital Region and the approved master plans for individual installations and site and building plans for Federal properties. In addition, each agency should take into account the official planning and development policies for the National Capital Region as expressed in various plans and programs of the National Capital Planning Commission, the Metropolitan Washington Council of Governments, and the local and state governments having jurisdiction within the region. Should there be any question concerning these policies with respect to a specific project, it is suggested that the agency liaison representative contact Commission staff, telephone 724-0204.

### IV. PROCESS FOR THE PREPARATION OF THE FEDERAL CAPITAL BUDGET AND CAPITAL IMPROVEMENTS PROGRAM

The process for Commission preparation of the program involves three phases as follows:

#### A. Preparation of Federal Budget and Proposed Program

Phase I has two related steps involving: the Commission's review of Federal agency budget requests for land acquisition and capital outlays in the region for the next fiscal year and Commission preparation of a proposed five year program of capital improvements.

Phase I begins with the Chairman's annual letter in July of each year to Federal agencies reminding them to submit to the Commission their fiscal year budget requests for proposed land acquisition and development, and their five year capital improvements program recommendations.

The Commission's comments and recommendations on fiscal year budget requests are transmitted to the Office of Management and Budget and to the affected Federal agencies by mid-October for OMB's consideration in preparing the President's Annual Budget. Since all fiscal year budget requests of Federal agencies are privileged or confidential within the Executive Branch until submission of the President's Budget to Congress in January of each year, this phase of the process is, of necessity, also privileged or confidential within the Executive Branch.

The second step, preparation of the proposed capital improvements program, continues during the time that the capital budget requests are being reviewed by the Commission. Further adjustments to the proposed program are necessary after the President's Budget has been presented to Congress to incorporate any changes that should be made. After adjustments resulting from the Budget have been made and verified with each agency, a draft of the proposed Federal capital improvements program is prepared.

#### B. Regional Review and Coordination

The draft proposed Federal capital improvements program is circulated to: affected Federal agencies, state clearinghouses, local governments, regional agencies, and interested organizations and individuals for their review and comment.

The purpose of this review is to provide an opportunity for Federal agencies to comment on the proposed program and all recommendations contained in it prior to adoption. Another purpose is to provide information on the Federal land acquisition and development proposals as a means of inter-governmental coordination. It is intended that such coordination will result in overall economies, improve scheduling to meet specific concerns, and inform the general public concerning Federal projects that are proposed in the next five years.

The regional review process is consistent with the existing regional review process established under the Planning Act, the Inter-Governmental Cooperation Act and Office of Management and Budget Circular A-95, Evaluation, Review, and Coordination of Federal and Federally Assisted Programs and Projects, as part of the unique Federal planning and programming system in the region

#### C. Adoption and Transmittal of Program

Upon completion of the regional review process and after consideration of comments received, the program is submitted to the Commission for its adoption.

After the commission has adopted the program, it is transmitted to the Office of Management and Budget and affected Federal agencies. The program is intended to aid the Office of Management and Budget in its annual review of Federal agency fiscal year budget requests and in the preparation of the President's Budget for submission to Congress in January of each year. It will also provide guidance to Federal agencies in the region in the preparation of their proposed capital budget and their capital improvements program for the next five years.

An informational copy of the program is sent to members of Congress representing jurisdictions in the region and to Congressional committees who have oversight responsibility for Federal departments/agencies. Also, copies of the program are sent to affected Federal, state, local and regional agencies and interested persons or organizations in the region.

Transmittal of the program concludes the Commission's year-long process involving the preparation of the capital improvements program and fulfills its responsibility, as specified in Section 7(a) of the National Capital Planning Act of 1952, as amended.

**APPENDIX**

**Sample Forms A, B and C are attached.**



1. NCPC RECORD CODE

2. \_\_\_\_\_ *Department/Agency* 3. \_\_\_\_\_ *Installation*

4. \_\_\_\_\_ *Project Title* 5. \_\_\_\_\_ *City/County* 6. \_\_\_\_\_ *Maryland*  
\_\_\_\_\_ *Virginia*

**TYPE OF IMPROVEMENT:** 7. Land Acquisition \_\_\_\_ No \_\_\_\_ Yes 8. Development \_\_\_\_ No \_\_\_\_ Yes

### TYPE OF DEVELOPMENT

		Area (Sq. Ft.)	
		<u>Addition to existing building</u>	<u>New building</u>
<input type="checkbox"/>	New Building Construction (Check primary use only)		
●	General Purposes Office Building _____	_____	_____
●	Special Purpose: Laboratory _____, Museum _____	_____	_____
	Classroom _____, Other _____		
●	Warehouse _____, Gym _____, Band Center _____, Other _____,	_____	_____
●	Residential _____, Building Type _____, Units _____,	_____	_____
<input type="checkbox"/>	Rehabilitation/Renovation _____		
	gross floor area		
<input type="checkbox"/>	Site Improvement: Land _____ Hard Surface _____		
	area area		
<input type="checkbox"/>	Other: Utility _____, Miscellaneous Facility _____,		

9. Will the proposed project replace an existing building or facility in the National Capital Region?   No     Yes    
If yes, what will be the disposition of the existing building or facility that is being replaced? \_\_\_\_\_

10. PRIORITY \_\_\_\_\_ Urgent \_\_\_\_\_ Necessary \_\_\_\_\_ Desirable \_\_\_\_\_

**FINANCIAL DATA** 11. Total Prior Funding \$\_\_\_\_\_ FY 19\_\_\_\_ (Initial Funding Year)  
(\$000)

12.	<u>Type of Improvements</u>	<u>Budget Estimates (\$000)</u>					
		<u>FY 1984</u>	<u>FY 1985</u>	<u>FY 1986</u>	<u>FY 1987</u>	<u>FY 1988</u>	<u>Total</u>
	<i>Land Acquisition</i>	_____	_____	_____	_____	_____	_____
	<i>Development:</i>						
	<i>Design</i>	_____	_____	_____	_____	_____	_____
	<i>Construction</i>	_____	_____	_____	_____	_____	_____

13. EMPLOYMENT (Project site only)			14. PARKING (Project site only)				
	<u>Federal</u>	<u>Non-Federal</u>	<u>Total</u>		<u>Surface</u>	<u>Garage</u>	<u>Total</u>
Existing	_____	_____	_____	Existing	_____	_____	_____
Post-Improvement	_____	_____	_____	Post-Improvement	_____	_____	_____

15.	WATER CONSUMPTION		WASTE WATER OUTPUT		SOLID WASTE DISPOSAL	
	<u>Name of supplier</u>	<u>Gallons/day</u>	<u>Place of Treatment</u>	<u>Gallons/day</u>	<u>Place of disposal</u>	<u>Tons/yr.</u>
Existing						
Post-Improvement						

16. Does the proposed project conform to the criteria for location of an agency or agency activity when it is generally not susceptible to location outside the National Capital Region in accordance with Office of Management and Budget Circular A-60? ☐ No ☐ Yes

17. Is there an approved master plan or approved sub area plan for the installation on which the proposed project will be located?     No     Yes If Yes, does the project conform with the approved plan?     No

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***GENERAL DESCRIPTION OF PROJECT***

***PROJECT PURPOSE AND JUSTIFICATION***

***PROJECT STATUS***

***HISTORIC PRESERVATION***

***ENVIRONMENTAL DESCRIPTION/ANALYSIS***

**SUMMARY OF CAPITAL IMPROVEMENTS PROGRAM,  
FY 1984-1988, RECOMMENDED BY**

DEPARTMENT/AGENCY

[illegible]

**Agency Representative**

Title

**Telephone Number**

Date \_\_\_\_\_

## ANNUAL REVIEW OF PROJECT STATUS

[illegible]